



STATE OF MAINE  
DEPARTMENT OF EDUCATION  
23 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0023

Paul R. LePage  
GOVERNOR

Stephen L. Bowen  
COMMISSIONER

TO: Private School Administrators

FROM: Paula Gravelle, School Finance Coordinator *pr*  
School Finance & Operations

DATE: June 28, 2011

SUBJECT: Year-End Report of Private Schools (EF-M-240) for Year Ending June 30, 2011 – ***Due September 15, 2011*** (2011-12 Approval to Receive Public Funds from Maine School Administrative Units)

The Year-End Report of Private Schools (EF-M-240) is required ***only if*** your school will be accepting students from the State of Maine at ***public*** expense during the 2011-2012 school year. This report does not apply to Special Purpose Private Schools (special education). Special Purpose Private Schools should contact the Department of Education's Special Services Team regarding reporting requirements at (207) 624-6650.

The Year-End Report of Private Schools (EF-M-240) report must be received before we can add your school to the list of private schools in and outside of the State of Maine which are eligible to receive ***public funds*** from Maine municipalities and school districts. The Year-End Report of Private Schools (EF-M-240) is used to verify the status of your school (i.e. sectarian or non-sectarian) and to compute the annual tuition rate that can legally be paid by Maine school administrative units.

***Proof of Audit by Private Schools for this purpose is no longer required*** pursuant to Public Law 2011 Chapter 171 (20-A MRSA §2953, first paragraph & sub-§1, have been repealed).

The Year-End Report of Private Schools (EF-M-240) for Year Ending June 30, 2011 report is available for download from the Department of Education's Reporting Forms for Private Schools website:  
<http://www.maine.gov/education/forms/privateonly.htm>

The Year-End Report of Private Schools (EF-M-240) is a Microsoft Excel spreadsheet; formulas have been embedded in the form to automatically add totals.

If you have questions, please contact Paula Gravelle at (207) 624-6790 or by email at [paula.b.gravelle@maine.gov](mailto:paula.b.gravelle@maine.gov)

For Maine private schools that receive publicly funded students, these schools must also report student information for publicly funded students on the MEDMS Student Information System. For assistance on the MEDMS Student Information System, please contact the help desk at (207) 624-6896 or go to the MEDMS web site at: <http://www.maine.gov/education/medms/homepage.htm>